

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION
SUPERIOR COURT**

CLASS TITLE:	COURT REPORTER
DEPARTMENT:	SUPERIOR COURT
REPORTS TO:	ASSISTANT COURT EXECUTIVE OFFICER

CLASS CODE: 033666
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs difficult court reporting functions associated with the official record of all testimony and court activity, including: reporting all proceedings in court; preparing transcripts; labeling, filing and maintaining notes; and preparing backup disks for all notes, transcripts, etc.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Attends court sessions and reports all proceedings using a stenograph machine.

Provides read back of the record, as requested.

Prepares and certifies transcripts pursuant to Court order.

Coordinates appeal transcripts.

Labels, files and secures notes, transcripts, and other related documents and prepares backup disks of same.

Updates dictionary.

Attends Grand Jury sessions, records proceedings and prepares transcripts.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal

Stenograph Machine

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High school diploma or GED; and,

One to two years of experience as a court reporter; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Certified Shorthand Reporter (CSR) License - State of California

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

Law, statutes, codes, rules and regulations that apply to the work.

Basic legal, medical and other technical terminology required in court proceedings.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

Skill in:

Operating a steno machine.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a computer to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Mental and Physical Abilities:

Ability to sit, listen and concentrate for long period of time.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to work unsupervised.

Ability to deal with problems involving several variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit, use hands and wrists to finger, handle, or feel objects, to reach with hands and arms, and speak and hear.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.